

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

HUMAN RESOURCES ENTERPRISE

PUBLIC DEFENDER 1

DEFINITION

Performs entry-level professional legal work representing indigent clients and juveniles in cases where the State Public Defender has been appointed as counsel; performs related duties as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Participates in the investigation and preparation of a defense for assigned cases to obtain facts in determining the merits of cases and appropriate courses of action.

Prepares drafts of pleadings, motions, interrogations, supporting affidavits, letters, opinions, and briefs.

Advocates assigned cases at every stage of the criminal justice system through resolution in the pre-trial process, plea bargaining process, trial, verdict and sentencing by: providing legal counsel and advice; interviewing and selecting appropriate witnesses, preparing them to give testimony; and conducting direct and cross examination of witnesses.

Negotiates plea bargains, dismissals, or other disposition of assigned cases with prosecuting attorneys or other interested parties.

COMPETENCIES REQUIRED

Knowledge of the application of legal principles and the methods of legal research.

Knowledge of the scope and character of Iowa criminal and civil law and the provisions of trial advocacy and pleading.

Knowledge of trial and criminal procedures, the concept of legal precedence, and the rules of evidence as they apply to legal advocacy.

Ability to present statements of fact or law and to argue clearly and logically in written and oral form.

Ability to analyze situations, evidence, and precedence accurately and to adopt an effective course of action.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited law school and a current license to practice law in the State of Iowa.

NOTE:

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Department of Inspections and Appeals.

Effective Date: 8/05 DF